

ANNUAL REPORT INSTRUCTIONS
**** REQUIRED INFORMATION OR CORRECTIONS TO COMPUTER ENTRIES MUST**
BE TYPED OR PRINTED IN BLACK OR BLUE INK **
ANY INCOMPLETE OR ILLEGIBLE REPORT WILL BE RETURNED

A filing fee of \$20 must accompany this Annual Report if no changes are made to the registered agent/office in block #6. A filing fee of \$40 must accompany this Annual Report if any changes are made to the registered agent/office in block #6.

Please make checks or money orders payable to the Tennessee Secretary of State. Please return this form to: TN Secretary of State, Attn: Annual Report, 312 Eighth Ave N, 6th Floor, William R. Snodgrass Tower, Nashville, TN. 37243.

The annual report is due on or before the first day of the fourth month following the company's fiscal year closing month of record. When filling out this report, please follow these instructions:

- 1) This block lists your Secretary of State control number. If blank or incorrect, please enter the correct number. (If you do not know your control number, please call (615) 741-2286).
- 2) A. The name that appears in #2A is the name of your corporation as currently recorded in our office. A corporate name can only be changed by filing a charter amendment.
B. If this block is blank or incorrect, please enter the correct state or country of incorporation.
C. Please insert any additions or changes in the mailing address, including zip code. This address will be used for mailing purposes only, including future annual reports.
- 3) A. The address that appears in #3A is the principal office address that is currently on file in our office. If this address has changed, please indicate the change in #3B.
B. Please insert any changes in the principal office address. The principal office address must be a complete street address including zip code (a P.O. Box, route # alone or box alone is not acceptable).
- 4) Please insert the name and business address of the current president and secretary (as required by the Tennessee Business Corporation Act and the Tennessee Nonprofit Corporation Act) and other principal officers. This information must be included for a Tennessee Corporation. If you are an out-of-state corporation, you must also list your officers according to the requirements of your state or country.
- 5) Please insert the names and business addresses of the current members of the Board of Directors. If they are the same individuals listed in #4, or if there is no board, please check the appropriate box.
- 6) A. The name that appears in #6A is the name of the registered agent that is currently on file in our office. If you wish to change the registered agent, indicate the change in #6C(i).
B. The address of the registered office that appears in #6B is the address that is currently on file in our office. If you wish to change this address, indicate the change in #6C(ii). This address must be a complete street address in Tennessee, including the zip code and county.
C(i). Please insert any changes in the name of the registered agent.
C(ii). Please insert any changes in the registered address. This must be a complete Tennessee address, including zip code (a P.O. Box, route # alone or box # alone is not acceptable).

PLEASE NOTE: ALL CORPORATIONS ARE REQUIRED TO CONTINUOUSLY MAINTAIN IN THIS STATE A REGISTERED AGENT AND REGISTERED OFFICE

- 7) A. The following applies only to nonprofit corporations. Please check the appropriate box that applies to your nonprofit corporation.
PUBLIC: (A public benefit corporation is one that is designated as such by statute, by the original incorporation document or by an amended incorporation document. If the corporation is recognized as exempt under Section 501 (c) (3) of the Internal Revenue Code, or any successor section, or is organized for a public or charitable purpose and upon dissolution must distribute its assets to the United States, a state or person which is recognized as exempt under Section 501 (c) (3) of the Internal Revenue Code, or any successor section, it is public benefit corporation.)
MUTUAL: (A mutual benefit corporation is one that is designated as such by statute, by the original incorporation document, or by an amended incorporation document.)
B. If you are a Tennessee religious corporation, please check the box if it is not already checked.
- 8) Please have an authorized officer sign the report.
- 9) Please insert the date the report is signed.
- 10) Please type or print the name of the person signing the report.
- 11) Please insert the title of the person signing the report.

If you need additional information or if we can assist you with this filing, contact this office at (615) 741-2286.

FAILURE TO FILE THE REPORT BY THE DUE DATE MAY RESULT IN ADMINISTRATIVE DISSOLUTION/REVOCATION OF THE CORPORATE CHARTER/CERTIFICATE OF AUTHORITY.